



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

### **Position: Outreach Specialist – Family Services (Full Time - Regular)**

#### **SUMMARY**

The Primary function of an Outreach Specialist is to work on a variety of projects, which further the domestic violence, sexual assault, teen dating violence, human trafficking, and stalking awareness. This includes; providing presentations, networking with the Tribe's domestic violence and/or sexual assault programs and community resource agencies, community-tabling events, coordinating awareness activities and developing/distributing outreach materials. This position has the authority to represent the Tribal Victim Services Program and to promote its mission at community events, meetings, and trainings.

#### **EMPLOYMENT QUALIFICATIONS**

A qualified candidate offers:

- a Bachelor's Degree in one of the following disciplines: Social Work, Sociology, Psychology, Criminal Justice or another related Human Services field; and
- a valid Driver's License with the ability to be insured under the Tribe's insurance policy. **Note: automobile travel is required. If a company car is not available, employee may be required to use own vehicle so proof of valid auto insurance is required;** and
- strong written/verbal communication, interpersonal and organizational skills.
- technical skills of an intermediate user of MS Office software, computers, and office equipment.
- ability to successfully pass an extensive, pre-employment background/drug screening.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**PAY LEVEL:** NE9

**HIRING RANGE:** \$15.87 – \$19.86

**STATUS:** Non-exempt/Hourly – Bi-Weekly Pay      **BACKGROUND CHECK:** Extensive

**Conditions of employment with the Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test, a background investigation (extensive), and successfully completing a 90-day introductory period.**

#### **Application Instructions:**

Obtain an application form and a copy of the position description by contacting Human Resources at:  
*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) or [jobs@lrboi-nsn.gov](mailto:jobs@lrboi-nsn.gov).*

*To apply please submit completed application, cover letter, transcripts for Degree, any/all licensure(s), relevant certifications, and resume, no later than 5 pm on January 16, 2019 to:*  
*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*fax: (231) 398-9101; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) or [jobs@lrboi-nsn.gov](mailto:jobs@lrboi-nsn.gov).*

***For further information, please contact the LRBOI HR Department.  
Incomplete or late submissions will not be considered.***

Posted 01/02/2019

**Remove 01/16/2019**